

Date: Date, 2020

To: New Private Schools Interested in Participating
in the Private School Choice Programs (PSCP)

From: Private School Choice Programs

Re: 2021-22 Registration Information for New Schools

Wis. Stat. §§ 118.60 and 119.23 define a “new” school as a private school that has been in operation for less than 12 consecutive months or has fewer than 40 students in two or fewer grade levels. A private school that meets the definition of a new school and is interested in participating in the Private School Choice Programs (PSCP) during the 2021-22 school year must submit to the Department of Public Instruction (DPI), **by August 1, 2020**, all of the following:

- Notice of New School’s Intent to Participate in the PSCP for the 2021-22 School Year
- Auditor Fee and Form
- New Supplier Form and W-9
- Disclosure of Information Form and School Policies
- Anticipated Budget and Cash Flow Report

All of the forms noted above can be obtained at
<http://dpi.wi.gov/sms/choice-programs/school-registration>.

Additionally, Wis. Stat. §§ 118.60 and 119.23 stipulate that a new school interested in participating in the PSCP in the 2020-21 school year must obtain preaccreditation by a preaccrediting entity listed under Wis. Stat §§ 118.60 (1)(cm) or 119.23(1)(ap) **by December 15, 2020**.

Further explanation regarding each of these and additional requirements follows. **Please note all of the forms and the auditor fee are due to DPI by August 1, 2020 unless otherwise noted.** If a new school misses this deadline the school will not be eligible to participate in the PSCP during the 2021-22 school year. Therefore, it is in the school’s best interest to submit these required forms as soon as possible.

Notice of New School’s Intent to Participate and Agreement to Comply with Procedural Requirements: The new school’s Notice of Intent to Participate must be electronically submitted to the DPI no later than **August 1, 2020** for the school to participate in the PSCP for the 2021-22 school year. The form with the electronic signature of the school’s choice administrator is required. Be sure to print or electronically save a copy of the completed form for your records.

If the school already has a location, the Notice of Intent to Participate must identify the school's location. If the school does not already have a location, the Notice of Intent to Participate must identify the address as TBD.

The school's choice administrator should read the form in its entirety and ensure they understand the entire form before electronically signing and submitting the form. By electronically signing the form, the school's administrator agrees:

- The school will comply with all program requirements;
- Compliance with program requirements constitutes a condition of receipt of funds; and
- In the event of failure to comply, the school's participation in the program can be terminated and/or PSCP payments withheld.

Please note that the administrator signing the Notice of Intent to Participate must be the sole owner of the school or appointed by the operating organization of the school and have at least a bachelor's degree from an accredited institution of higher education or a current teaching or administrator's license issued by the DPI.

State law requires schools to ensure that an owner, officer, director, trustee, administrator, administrator's designee or an individual with administrative, financial or pupil health and safety responsibilities, whether compensated or uncompensated, is not a disqualified person as defined under Wis. Stat. §§118.60(1)(ag) or 119.23(1)(ag). A disqualified person is defined as a person who had a controlling ownership interest in, or was an officer, director or trustee of a private school barred or terminated from the program, or was the administrator of a private school, a person identified as an administrative designee, or an individual responsible for the activity that resulted in an order being issued barring or terminating a private school from participation in the program. If a school retains a disqualified person, the school may be terminated from the program. The list of disqualified individuals is available on the [Information for Schools](#) webpage.

Auditor Fee and Form: New private schools intending to participate in the PSCP during the 2021-22 school year must, no later than 4:30 p.m. on **August 1, 2020**, pay to the DPI a nonrefundable fee of **\$350**. The Auditor Fee Form with an original signature is required to be mailed with a **cashier's check** to the DPI at the address listed on the form. No faxed or emailed copies will be accepted. Payment of the nonrefundable fee must be made in the form of a **cashier's check** payable to the Wisconsin Department of Public Instruction.

Other forms of payment will not be accepted. No refunds of the fee will be made to schools that later decide not to participate or are determined ineligible for the PSCP.

If it is later determined that the auditor fee for participation in the 2020-21 school year is more than \$350, the new school must pay the difference to the DPI by January 10, 2020. If it is later determined that the auditor fee is less than \$350, the DPI will provide a refund of the overage to the new school. Schools must complete and submit a W-9 and New Supplier Information form by August 1, 2020 so that the school can receive its refund if the auditor fee is less than \$350.

Disclosure of Information Form and School Policies: By August 1, 2020, new private schools intending to participate in the PSCP must submit to the DPI the information required under Wis. Stat. §§ 118.60(6p) or 119.23 (6p) related to the school's policies,

procedures, academic standards, and governing board. Schools should complete the Disclosure of Information Form and obtain the required board member signatures, if applicable, on the form. If your school has more than six board members, please use multiple forms. The Disclosure of Information form and template and all required attachments should be submitted to the DPI at PrivateSchoolChoice@dpi.wi.gov.

Budget and Cash Flow Report: All new schools are required to submit an anticipated budget and cash flow report, including all required attachments, to the DPI by **August 1, 2020**. The school must use the Excel form provided by the DPI. The budget and cash flow report must meet all of the completeness requirements described in Section III of the report's cover page. The report must show that the school will have a positive cash flow in each month of the fiscal period, no operating deficit, and sufficient contingency funding. Contingency funding is funding that will be used if the school's actual enrollment is less than expected.

Once the form has been completed in Excel, the school must print a copy and the school's Choice administrator identified on the Intent to Participate must sign the report. The signed report, including all required attachments, can either be mailed to the DPI or scanned and emailed as a PDF document to dpichoiceauditreports@dpi.wi.gov.

Preaccreditation Requirement: New schools intending to participate in the PSCP in the 2021-22 school year must obtain preaccreditation by a preaccrediting entity as defined in Wis. Stat. §§ 118.60(1)(cm) or 119.23(1)(ap) by **December 15, 2020**. Please see the [Accreditation Bulletin](#) for details on the preaccreditation requirements and for a list of the approved accreditation agencies.

Training Requirements: New schools are required to participate in fiscal management training in order to be eligible to participate in the PSCP in 2021-22. The school's choice administrator is required to attend the training. The training will take place during the summer of 2020. The training provides a brief overview of general program requirements and covers those requirements the school must meet by August 1, 2020 including the completion of the budget and cash flow report. Attendance for the entire training is required. Participants who arrive late or leave early will not meet the training requirement.

When deciding who will attend the training workshops it is strongly advised that new schools send more than one representative who might qualify to serve as the school's choice administrator. It is also strongly suggested that the individual that will assist in completing the budget (e.g. bookkeeper, accountant, business manager, etc.) attend the training.

New School Registration Checklist: This checklist was created to assist you in ensuring all forms and requirements due by August 1, 2020 are completed correctly. We encourage all schools to use the registration checklist as a way to keep track of school registration requirements.

All of the required forms and training registration information can be obtained at <http://dpi.wi.gov/sms/choice-programs/school-registration>, unless otherwise noted.

By December 31, 2020, the DPI will notify each new private school, in writing, whether it has satisfied the above requirements.

If you have questions concerning this information, please contact one of the choice consultants via phone: 1-888-245-2732 x3 or email at privateschoolchoice@dpi.wi.gov.